

AAdministrative
Services
Letter

07-04
Employee Assistance
Program



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	07-04
Distribution	All Employees	Date Issued	August 29, 2007
Subject	Employee Assistance Program	Expires	When Canceled
Guide Section	Management Services	Reference	Executive Order B 96-82 Cancels ASL 05-03

The State of California [Employee Assistance Program \(EAP\)](#) is a confidential counseling and personal assistance program administered by Managed Health Network (MHN) under contract with Department of Personnel Administration. This program is provided as part of the State's commitment to promoting employee health and well being. EAP services are offered at no charge to eligible employees, their spouse or registered domestic partner, and dependent children. The EAP provides a valuable resource of support and information during difficult times, as well as consultation on day-to-day concerns. Some of the benefits offered include:

Clinical Counseling for

- Alcohol abuse
- Drug Abuse
- Marital and family issues
- Emotional, personal and stress concerns

Work and Life Services for

- Child and Elder Care Assistance
- Financial Issues
- Federal Tax Assistance
- Pre-Retirement Planning
- Organizing Life's Affairs
- Legal Services
- Concierge Services

This program is also an important tool for supervisors and managers and offers assistance with addressing and resolving employee issues, maintaining productivity, and contributing to a positive workplace.

The EAP is a service designed to help you manage life's challenges. Counselors and professionals, including psychologists, marriage and family counselors, financial advisors, enrolled IRS agents, and

lawyers provide MHN's EAP services. For more information about your EAP program or to schedule an appointment call (866) EAP-SOC or (866) 327-4762 or TDD (800) 327-0801 or visit <http://www.dpa.ca.gov/benefits/other/eap/eapmain.shtm> to learn more.

Questions regarding the Employee Assistance Program should be directed to the Employee Assistance Program Coordinator at (916) 322-1158.